

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

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TITLE: TRANSPORT OF PATIENT POSSESSIONS/VALUABLES	SECTION: LAND AMBULANCE
DATE: April 23, 2007	POLICY NO.: KDSB-LAS-VI-02
APPROVED BY: Resolution No. 2001-102	REVISED:

1. POLICY STATEMENT

Ambulance crews may limit the quantity and type of possessions they will accept, at their discretion, taking into account, balancing health and safety considerations with patient needs.

2. PROCEDURE

2.1 Ambulance crews accepting personal property, delivered or entrusted to them for safekeeping, are responsible for it until the property has been delivered or entrusted to someone else. If this is not possible, the personal property will be left:

- a) at the nearest police station.
- b) at the receiving hospital.
- c) with the patient's next of kin.
- d) with a coroner/delegate.

2.2 After every call, ambulance staff will examine the vehicle for lost/left property and return it to the patient who left it.

2.3 If any lost article is found, it is returned immediately to the patient or next-of-kin. If a patient has been transported to a hospital the articles are delivered, along with a description of the articles, to a responsible staff member at that hospital. If for some reason the patient or his next-of-kin cannot be located and a hospital has not been involved in the destination of the patient, the property is taken to the nearest police station. A copy of such articles listed is forwarded to the Service Manager.

2.4 In the case of valuable property, the return will be documented on the Ambulance Call Report and the person who receives it will sign for it.

2.5 Ensure blankets, coats, etc., brought in with patients from accident scenes, are properly tagged for identification. Notify Dispatch of these articles so they can refer inquiries about them to the appropriate Ambulance Service.

2.6 Items, other than those required by the patient during his/her hospital stay, should be transported by other means.

2.7 Ambulance personnel may be required by the Service Manager or designate to submit a written report stating the reason for refusal to accept patient possessions for transport with the patient.

2.8 All items must be safely secured.